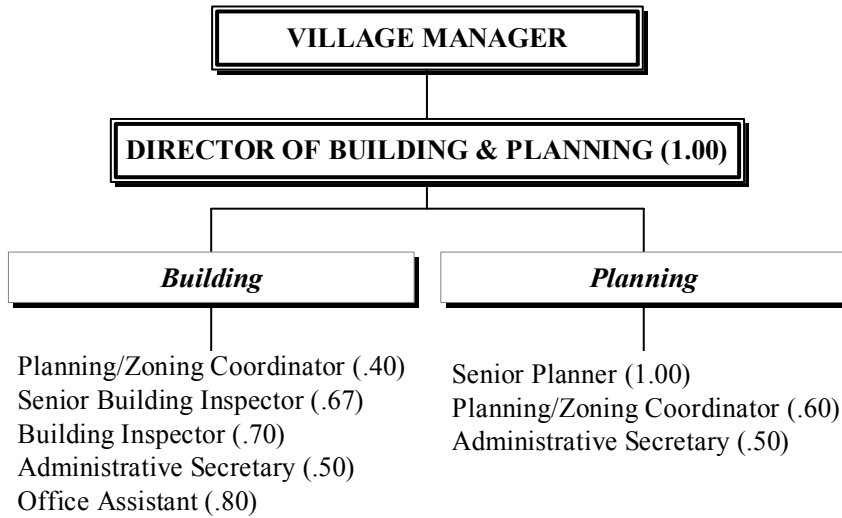


# ORGANIZATIONAL AND PERSONNEL CHART BUILDING AND PLANNING



**TOTAL EMPLOYEES: 6.17**

## BUILDING AND PLANNING

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Mission of Department	The mission of the Building and Planning Department is to promote the safety and welfare of the residents of Barrington by enforcing development and building standards and codes in the Village.
Strategic Objectives	<ul style="list-style-type: none"><li>➤ Provide internal and external customers with comprehensive, professional, and accurate information about the Village's planning, building, and property maintenance regulations.</li><li>➤ Provide internal and external customers with efficient processing and coordination of information and services.</li></ul>

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### ***General Information and Services Provided***

The Building and Planning Department is responsible for maintaining, administering, and enforcing the codes, ordinances, documents, maps, and policies of the Village, related to planning, zoning, construction, property maintenance, and health. The Department also administers the Village's Activity Tracking and Geographic Information System software, programs, and databases. To accomplish these responsibilities, the following two Divisions within the Building and Planning Department have been established:

- Building
- Planning

The Building Division is responsible for assisting residents and developers in complying with State and local construction codes. This Division enforces Accessibility, Building, Sprinkler, Electrical, Plumbing Health, and Property Maintenance Codes. All building plan reviews, permits, inspections, as well as the issuance of occupancy certificates are coordinated through this division. The Division also provides staff support to the Electrical Commission. The Planning Division is responsible for maintaining

and administering the planning documents and maps of the Village, including the Comprehensive Plan, Zoning Ordinance, Subdivision Regulations and GIS maps. This division provides staff support to the Architectural Review Commission, Plan Commission, and Zoning Board of Appeals. The Division also coordinates and administers the issuance of Zoning Certificates.

#### **Service Statistics**

<i># of Building Permits Issued</i>	<i>FY 2000 – 577</i> <i>FY 2001 – 617</i>
<i># of Cases Processed Before Boards and Commissions</i>	<i>FY 2000 – 42</i> <i>FY 2001 – 47</i>
<i># of Building Inspections Performed</i>	<i>FY 2000 – 1,011</i> <i>FY 2001 – 1,052</i>
<i># of Property Maintenance Cases Processed</i>	<i>FY 2000 – 245</i> <i>FY 2001 – 277</i>
<i># of Zoning Applications Reviewed</i>	<i>FY 2000 – 35</i> <i>FY 2001 – 42</i>

### ***Significant Accomplishments in 2001 and 2002***

- In 2001 completed the comprehensive review and update of the Zoning Ordinance. In 2002 engaged in a thorough review of the Subdivision Regulations, as well as the refinement of Historic and other Zoning Regulations, and the development of Historic Design Guidelines.
- Coordinated the purchase, installation and implementation of the Permits Plus software system. Continued coordination and maintenance of the GIS software system. The objectives of both systems are to facilitate the sharing and processing of information by providing all Village Departments with access to these tools.

- In 2001, 612 building permits were issued, collecting permit fees of \$612,421.00.
- In 2001, processed 47 cases before the Architectural Review Commission, Plan Commission and Zoning Board of Appeals.

#### ***Departmental Objectives for 2003 and 2004***

In pursuing its overall strategic objectives, the Building and Planning Department has established the following goals that it will attempt to accomplish during 2003 and 2004:

- Continue to review and update the Village's planning and zoning regulations, providing clear interpretations and recommending changes as appropriate. Provide access to all documents on the Village website.
- Implement Zoning Certificate program.
- Provide updated GIS maps for use by all departments.
- Adopt updated editions of building, electrical, mechanical, plumbing, fire prevention and property maintenance codes.
- Provide public access to all permit forms, informational materials and guides through Village website.
- Create and update informational handouts for various construction procedures.
- Continue to provide training for this and other Departments that will foster increased usage of the activity tracking software.

#### ***Departmental Staffing Analysis***

No changes in staffing levels in the Building and Planning Department are proposed in 2003 or 2004. The 2003 budget does include changes in position classifications as well as changes in allocations between operating divisions. In 2003, the position of Senior Planner in lieu of the Assistant Director position has been established. The Administrative Secretary has been reclassified to Office Manager to more accurately reflect the duties and responsibilities of the position. Effective 2003, 50% of the wages and benefits for the Director of the Department and the Office Manager have been allocated to each Division (previously the

<b>Building and Planning Full-Time Equivalent (FTE) Employees, Fiscal Years 2003 &amp; 2004</b>					
<b><u>FTE Employees</u></b>	<b><u>2002</u></b>	<b><u>2003</u></b>	<b><u>2002-2003 Change</u></b>	<b><u>2004</u></b>	<b><u>2003-2004 Change</u></b>
Director of Building and Planning	1.00	1.00	0.00	1.00	0.00
Assistant Director of Planning	1.00	0.00	(1.00)	0.00	0.00
Senior Planner	0.00	1.00	1.00	1.00	0.00
Planner/Zoning Coordinator	1.00	1.00	0.00	1.00	0.00
Senior Building Inspector	0.67	0.67	0.00	0.67	0.00
Building Inspector	0.70	0.70	0.00	0.70	0.00
Administrative Secretary	1.00	1.00	0.00	1.00	0.00
Office Assistant	0.80	0.80	0.00	0.80	0.00
<b><u>Total FTE Employees</u></b>	<b>6.17</b>	<b>6.17</b>	<b>0.00</b>	<b>6.17</b>	<b>0.00</b>
<b>Employees by Division</b>					
<b><u>Division</u></b>					
Building	4.37	3.57	(0.80)	3.57	0.00
Planning	1.80	2.60	0.80	2.60	0.00
<b>Totals</b>	<b>6.17</b>	<b>6.17</b>	<b>0.00</b>	<b>6.17</b>	<b>0.00</b>

Director was split 60% Building and 40% Planning and the support position was allocated 100% to the Building Division). In addition, the percentage of the wages and benefits of the Planner/Zoning Coordinator charged to each Division has been modified from 60% Building and 40% Planning to 60% Planning and 40% Building. These changes in allocations have been initiated to more accurately reflect the operations of the Department.

### ***Budget Analysis***

In 2003, the budget for the Building and Planning Department is projected to decrease \$1,309 (less than 1%), from \$536,286 in 2002 to \$534,977 in 2003. The 2003 Building and Planning budget decreases as a result of a decrease in Other Expenditures of \$5,494 (7.88%). This decrease is offset by increases in Personnel Services (\$2,454 or less than 1%) and Operating Expenditures (\$1,731 or 2.14%).

<b>Building and Planning Department Summary of Expenditures and Funding Sources</b>						
	FY 2000 <u>Actual</u>	FY 2001 <u>Actual</u>	FY 2002 <u>Budget</u>	FY 2002 <u>Projected</u>	FY 2003 <u>Budget</u>	FY 2004 <u>Budget</u>
<b><u>Budgeted Expenditures</u></b>						
<i>Personnel Services</i>						
Salaries	\$289,840	\$279,837	\$321,164	\$321,164	\$323,357	\$345,751
Fringe Benefits	55,867	53,204	64,510	64,510	64,772	70,017
<i>Total Personnel Services</i>	345,707	333,041	385,674	385,674	388,128	415,768
<i>Operating Expenditures</i>						
Professional Development	8,295	6,936	14,700	14,700	14,700	14,700
Contractual Services	54,645	56,047	56,220	55,770	57,951	57,201
Commodities	5,382	7,000	6,760	6,760	6,760	6,760
Program Expenditures	21,843	3,935	3,170	3,170	3,170	3,170
<i>Total Operating Expenditures</i>	90,165	73,918	80,850	80,400	82,581	81,831
<i>Other Expenditures</i>						
Interfund Charges	146,102	48,521	69,762	69,762	64,268	61,970
<i>Total Other Expenditures</i>	146,102	48,521	69,762	69,762	64,268	61,970
<b><u>Total Expenditures</u></b>	\$581,974	\$455,480	\$536,286	\$535,836	\$534,977	\$559,569
<i>% Change/Previous Year</i>		-21.74%			-0.24%	4.60%
<b><u>Funding Sources</u></b>						
Property Taxes						
Fringe Benefits	\$0	\$0	\$0	\$0	\$30,689	\$29,689
Licenses & Permits	0	0	0	0	214,000	214,000
General Revenues	581,974	455,480	536,286	535,836	290,288	315,880
<b><u>Total Funding Sources</u></b>	\$581,974	\$455,480	\$536,286	\$535,836	\$534,977	\$559,569

Other Expenditures decrease in 2003 due to a decrease in depreciation charges from the Information Services Fund and a decrease in the transfer to the Equipment Replacement Reserved Fund Balance. The increase in Personnel Services is caused by increases in Salaries (\$2,193 or less than 1%) and Fringe Benefits (\$262). The increase in salaries is attributable to economic adjustments for employee compensation and the increase in Fringe Benefits is a result of increased costs for health insurance. The increase in Salaries was offset to some extent by the establishment of the Senior Planner position in lieu of the position of Assistant Director of Planning.

Operating Expenditures are projected to increase due to an increase in Contractual Services of \$1,731. This increase is the result of projected additional costs in Printing and Contractual Labor (the Department periodically uses a temporary employment agency to cover the front desk when the part-time Office Assistant is unavailable for a day). All other Operating Expenditures remain stable at the 2002 level in 2003.

#### **Significant Budget Impacts**

##### **Changes from Previous Budgets**

*The only significant change in Building and Planning is the reclassification of the Assistant Planning Director Position to Senior Planner.*

##### **Significant Expenditures**

- \$51,106 in 2003 and \$50,150 in 2004 in charges from the Information Systems Fund for services provided and depreciation of equipment
- \$15,456 in 2003 and 2004 for Contractual Elevator and Plumbing Inspections.
- \$11,750 in 2003 and 2004 for Telephone Expenditures
- \$6,990 in 2003 and \$6,240 in 2004 for the Printing of Ordinances and Maps for the Public.

In 2004, the budget for the Building and Planning Department is projected to increase by \$24,592 (4.60%) to a total of \$559,569. The increase in the 2004 Building and Planning budget is due to an increase in Personnel Services of \$27,640 (7.13%). This increase is offset to some extent by decreases in Operating Expenditures (\$750 or less than 1%) and Other Expenditures (\$2,298 or 3.62%). The increase in Personnel Services is attributable to an increase in Salaries due to economic adjustments for employee compensation and an increase in Fringe Benefits due to health insurance premium increases. Operating Expenditures decrease because of a decline of \$750 in printing costs in Contractual Services. Other Expenditures decrease due to a decline in the charge from the Information Systems Fund for services.

#### ***Funding Sources***

The Building and Planning Department is funded by Property Taxes for Fringe Benefits, revenue from licenses and permits, and General Revenue. The license and permit revenue is derived from the fees charged for building permits.

#### ***Expenditures by Division***

The Building Division accounts for approximately 58% of total departmental expenditures, with Planning accounting for the remaining 42%.

<b>Building and Planning Department Expenditures by Division</b>				
	<i>Fiscal Year 2003</i>		<i>Fiscal Year 2004</i>	
<u>Division</u>	<u>Budgeted Expenditures</u>	<u>% of Total Expenditures</u>	<u>Budgeted Expenditures</u>	<u>% of Total Expenditures</u>
Building	\$308,107	57.59%	\$320,491	57.27%
Planning	226,870	42.41%	239,078	42.73%
Total Budget	\$534,977	100.00%	\$559,569	100.00%

## BUILDING AND PLANNING BUILDING

The Building Division is responsible for assisting developers and residents in complying with State and local construction codes. This division enforces Accessibility, Building, Sprinkler, Electrical, Plumbing and Property Maintenance Codes.

### *Service Activities*

- All building plan reviews, the processing of permits, inspections, and the issuance of occupancy certificates are coordinated through this division.
- Responsibilities also include collection and refund of bond and escrow monies, and maintenance of records on all construction activity and complaints.
- This division provides staff support to the Electrical Commission, as well as providing interpretation and enforcement of the Zoning Ordinance.

<b>Building and Planning, Building</b>						
<b>Summary of Expenditures and Funding Sources</b>						
	FY 2000	FY 2001	FY 2002	FY 2002	FY 2003	FY 2004
<b><u>Budgeted Expenditures</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Budget</u></b>	<b><u>Projected</u></b>	<b><u>Budget</u></b>	<b><u>Budget</u></b>
<i>Personnel Services</i>						
Salaries	\$180,638	\$172,290	\$203,664	\$203,664	\$180,478	\$192,379
Fringe Benefits	37,217	33,380	42,300	42,300	31,943	34,367
<i>Total Personnel Services</i>	217,855	205,670	245,964	245,964	212,421	226,745
<i>Operating Expenditures</i>						
Professional Development	5,352	3,334	7,370	7,370	7,370	7,370
Contractual Services	27,780	32,197	36,875	36,875	34,356	34,356
Commodities	3,879	4,957	4,795	4,795	4,795	4,795
Program Expenditures	2,543	0	0	0	0	0
<i>Total Operating Expenditures</i>	39,554	40,488	49,040	49,040	46,521	46,521
<i>Other Expenditures</i>						
Interfund Charges	100,165	31,403	49,194	49,194	49,165	47,225
<i>Total Other Expenditures</i>	100,165	31,403	49,194	49,194	49,165	47,225
<b><u>Total Expenditures</u></b>	<b>\$357,574</b>	<b>\$277,561</b>	<b>\$344,198</b>	<b>\$344,198</b>	<b>\$308,107</b>	<b>\$320,491</b>
<i>% Change/Previous Year</i>		-22.38%			-10.49%	4.02%
<b><u>Funding Sources</u></b>						
Property Taxes						
Fringe Benefits	\$0	\$0	\$0	\$0	\$19,519	\$18,897
Licenses & Permits	0	0	0	0	214,000	214,000
General Revenues	357,574	277,561	344,198	344,198	74,588	87,594
<b><u>Total Funding Sources</u></b>	<b>\$357,574</b>	<b>\$277,561</b>	<b>\$344,198</b>	<b>\$344,198</b>	<b>\$308,107</b>	<b>\$320,491</b>

## BUILDING AND PLANNING PLANNING

The Planning Division is responsible for maintaining and administering up-to-date planning documents and maps. The Division also regulates land-use in the Village through the Comprehensive Plan, the Zoning Ordinance, and Subdivision Regulations. Staff provides support services to the Plan Commission; Zoning Board of Appeals; Architectural Review Commission; Planning, Zoning and Economic Development Committee; and other committees as necessary. The Planning Division is responsible for Geographical Information Systems (GIS) activities, which includes coordination with other BACOG communities.

### *Service Activities*

- The Planning Division coordinates the reviews of the Plan Commission, Architectural Review Commission, and Zoning Board of Appeals applications (including coordinating technical reviews, preparing staff reports and minutes, and making recommendations).
- Monitor Plan Commission, Architectural Review, and Zoning Board of Appeals escrow accounts and maintain documentation supporting all transactions affecting these accounts.
- In conjunction with Economic Development, coordinate the Staff Development Review meetings and follow-up on SDR issues that will eventually appear before the Plan Commission, Architectural Review Commission or Zoning Board of Appeals.

<b>Building and Planning, Planning Summary of Expenditures and Funding Sources</b>						
	FY 2000 <u>Actual</u>	FY 2001 <u>Actual</u>	FY 2002 <u>Budget</u>	FY 2002 <u>Projected</u>	FY 2003 <u>Budget</u>	FY 2004 <u>Budget</u>
<b><u>Budgeted Expenditures</u></b>						
<i>Personnel Services</i>						
Salaries	\$109,202	\$107,547	\$117,500	\$117,500	\$142,879	\$153,373
Fringe Benefits	18,650	19,824	22,210	22,210	32,829	35,650
<i>Total Personnel Services</i>	127,852	127,371	139,710	139,710	175,707	189,023
<i>Operating Expenditures</i>						
Professional Development	2,943	3,602	7,330	7,330	7,330	7,330
Contractual Services	26,865	23,850	19,345	18,895	23,595	22,845
Commodities	1,503	2,043	1,965	1,965	1,965	1,965
Program Expenditures	19,300	3,935	3,170	3,170	3,170	3,170
<i>Total Operating Expenditures</i>	50,611	33,430	31,810	31,360	36,060	35,310
<i>Other Expenditures</i>						
Interfund Charges	45,937	17,118	20,568	20,568	15,103	14,745
<i>Total Other Expenditures</i>	45,937	17,118	20,568	20,568	15,103	14,745
<b><u>Total Expenditures</u></b>	\$224,400	\$177,919	\$192,088	\$191,638	\$226,870	\$239,078
<i>% Change/Previous Year</i>		-20.71%			18.11%	5.38%
<b><u>Funding Sources</u></b>						
Property Taxes						
Fringe Benefits	\$0	\$0	\$0	\$0	\$11,170	\$10,792
General Revenues	224,400	177,919	192,088	191,638	215,700	228,286
<b><u>Total Funding Sources</u></b>	\$224,400	\$177,919	\$192,088	\$191,638	\$226,870	\$239,078